

POLICE CAPTAIN

DEFINITION

Under general direction, commands major law enforcement units as assigned and participates in the administration of the Police Department; serves as a member of the Police management team for overall departmental planning, research and work coordination, and acts for the Chief of Police as required or directed; performs other related work as required.

EXAMPLES OF DUTIES

1. Plans, supervises, and coordinates activities of major units of the Police Department as assigned.
2. Directs and monitors continuous review of police services and the development and implementation of goals, plans, programs and policies in support of the mission of the Police Department.
3. Plans, supervises and coordinates the work of assigned staff in preserving order, protecting life and property and enforcing laws and municipal ordinances.
4. Promotes community-based policing programs and supports the Department's strong commitment to ethical police practices.
5. Serves as liaison to and coordinates activities with other law enforcement agencies, City departments and various community members and groups.
6. Conducts inspections.
7. Investigates and takes appropriate action on complaints and personnel problems.
8. Confers with and advises City officials and other public and civic agencies on law enforcement problems and issues.
9. Conducts research and recommends changes in policies or procedures; prepares and presents various reports, studies and orders.
10. Functions as Acting Chief of Police as required or directed.
11. Coordinates budget planning, preparation and control.
12. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

(Incumbent Police Management employees as of April 10, 2013, must comply with the following qualifications by December 31, 2014.)

Graduation from an accredited four year college or university with major course work in law enforcement, public administration, business administration or a related field.

AND

Advanced POST Certification.

AND

18 months experience as a Police Lieutenant with the City of Alameda at the time of appointment, including probation and acting time.

OR

POST Management Certification and Advanced POST Certification.

AND

15 years total law enforcement experience including 24 months with 36 months desirable experience as a Police Lieutenant with the City of Alameda at the time of appointment, including probation and acting time.

Possession of a Bachelor's Degree from an accredited college or university is desirable.

Knowledge

Knowledge of principles and practices of modern municipal police administration and technology; modern police administration, including principles, problems and techniques of criminal investigation and interrogation, patrol administration, traffic supervision, crime prevention, juvenile delinquency control, and prevention and control of disorders; laws and court decisions governing rights of individuals, custody of persons, search and seizure, and the rules of evidence; personnel practices and procedures; record keeping and reporting requirements and procedures; functions of other City departments and county, state and federal law enforcement agencies; and rules, regulations, general orders, goals and mission of the Alameda Police Department; safe work practices and procedures.

Ability

Ability to effectively and efficiently participate in the administration of the Police Department; plan, organize, coordinate and direct activities of major units as assigned; participate in the development and implementation of goals, objectives, policies, procedures, work standards and internal controls in support of the mission of the Police Department and the development and maintenance of positive and active relationships between the community and the Police Department; plan, supervise and coordinate the work as assigned staff; demonstrate effective leadership; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; interpret, apply, enforce federal, state, and local laws, regulations and court decisions; interpret, apply and explain rules, laws, regulation, policies and procedures; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgement; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare and present concise, comprehensive reports and orders; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgement; develop and administer assigned budgets; and establish and maintain effective working relationships with employees, public officials, other agencies, and the general public.

Ability to maintain physical and mental condition appropriate to perform assigned duties and responsibilities.

Ability to maintain effective audio and visual discrimination and perception needed to perform assigned duties.

Ability to effectively deal with, direct and perform work activities under potentially dangerous situations.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

Willingness and/or ability to work variable shifts, weekends, holidays, irregular days and hours overtime and on call; and wear a uniform and safety equipment; work outside in inclement weather; work under undesirable and hazardous condition; attend meetings and training sessions as required; travel locally and out-of-the-area on special assignment and to attend meetings and classes; and observe department standards and image.